



# Foreign Affairs Manual

## 5 FAM – INFORMATION MANAGEMENT

**Change Transmittal:** IM-118

**Date:** August 12, 2011

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### 5 FAM 310 PRINTING POLICY

#### CHANGES

1. 5 FAM 310 was created to reflect the Department's new green printing policy. The new policy requires:
  - Network-based printing must be implemented in all offices and organizations located in facilities controlled by the Department domestically and abroad.
  - Desktop printers should only be issued under compelling circumstances.
  - All eligible devices must be configured to print in the duplex mode as the default.
  - Black-and-white (grayscale) printing will be used for initial versions of documents.
  - All printers, fax machines, copiers and multifunctional devices must meet current Energy Star requirements.
  - All procured devices must meet the IT-CCB printing standard.
  - Offices must use paper with a post consumer fiber content of 30 percent or higher for normal day-to-day printing.
2. The title of this chapter is now 5 FAM 300 Information Technology Green Initiatives.
3. Because the material in this subchapter is entirely new, changes do not appear in italics and dark magenta. Future revisions may be shown in italic *dark magenta*. Italic *dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.

4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 5 FAM 310 (unassigned) and replace it with revised subchapter 5 FAM 310 (7 pages).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:IM-118, and initial.

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